

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
INTERNSHIP DESCRIPTION FORM

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Office of Health Services Inspector General	
Location of Internship: Lansing, MI	
Intern Supervisor's Name(s): Renee Johnson-Maybee	
Intern Supervisor's Title(s): Assistant Inspector General Field Agent Manager	
Intern Supervisor's Phone: 517-335-5248	Intern Supervisor's Email: johnson-maybeer@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): Beau Hill

INTERNSHIP SCHEDULE	
Internship Time Period: Summer (May - Aug) - 2013	Internship Hours Requested Per Week: Negotiable

PREFERRED EDUCATION		
Major / Minor: Accounting		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: <ul style="list-style-type: none"> – Knowledge of generally accepted accounting principles and professional auditing standards gained through the completion of at least 12 semester hours or 16 term credits in Accounting/Auditing. – Ability to utilize and understand business information and financial reporting systems. – Knowledge and ability in evidence gathering, investigative techniques, and legal and regulatory compliance. – Knowledge and ability in examining and understanding health information and medical record review. – Knowledge and ability in performing data mining and data analysis techniques in order to identify fraudulent billing patterns, medically unnecessary procedures, phantom billing, excessive procedures, etc. – Experience with Microsoft Office software (Excel and Word). – Ability to communicate effectively (both verbally and in writing). 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Forensic Accounting Intern
Intern Responsibilities / Projects: Assist in performing preliminary investigations of suspected health care fraud. Activities may include: reviewing internal or external referrals from outside organizations; obtaining and analyzing medical claims data to substantiate or rule out fraud; and documenting conclusions. Participate in investigations of medical providers suspected of committing health care fraud. Activities may include: conducting data mining and other data extraction and information technology retrieval techniques; examining

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business records and other information; interviewing witnesses and complainants; preparing draft reports and presentations.

Assist in referral of cases for prosecution, further investigation, or recovery of improper payments.

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.

Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@michigan.gov

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships